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14 APR 1975

MEMORANDUM FOR: Deputy General Counsel

SUBJECT : Evaluation of Position AA73, Information Control
Assistant, GS-07

1. In response to your request to review the subject position we have carefully considered the information provided in the new job description and discussions with yourself and the incumbent of the position.

2. The incumbent's duties and responsibilities have been reviewed and evaluated. Included are central registry and records administration services; document control; research and retrieval of background records and legal opinions from various files and records; and substitute secretarial and librarian work. These duties are essentially the same as those performed when the position was covered in the position management survey of November 1973. The level of this work is not above GS-07.

3. The impact of increased litigation cases, FOIA requests, and inquiries starting with Watergate were also reviewed. These appear to increase the volume of documents processed, and records and files research. They also affect the priorities of processing, and incumbent's hours of overtime and holiday work. However, they do not substantially affect the level of work performed.

4. In addition comparison was made with other positions of similar responsibilities, and organizational level to ensure equitable treatment. These comparisons do not support a higher grade.

5. Therefore, the present grade of GS-07 for this position is reaffirmed. A representative of the Position Management and Compensation Division will discuss the details of this review with you, if you have further questions.

[Redacted Signature Box]

F. W. M. Janney
Director of Personnel

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